



MAILING ADDRESS
IDAHO REAL ESTATE COMMISSION
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WEB SITE: <http://www.irec.idaho.gov>

STATE OF IDAHO

REAL ESTATE COMMISSION

OFFICE & EXPRESS MAIL ADDRESS
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BOISE ID 83702
TEL: (208) 334-3285; FAX: (208) 334-2050
TRS (TELECOMMUNICATIONS
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Course Certification Process

Revised 11/29/07

- 1) Complete the Course Approval (Certification) Application in its entirety, including all required attachments. **Application forms and the Commission's *Education & Certification Policy* are available at www.irec.idaho.gov.**
- 2) Submit your application with the appropriate fee to the Commission's Education Department.
 - a. Paper: Provide **the original** of the entire application and all required attachments; OR
 - b. Electronically: Provide a **CD-ROM** of your application with all required attachments in "**PDF**" or "**TIF**" format, in "portrait" page orientation (not sideways). (The Commission is unable to accept fax or e-mail submissions.)
- 3) Full payment of all fees must be made at the time the application is submitted. The Commission cannot invoice for application fees. Payment may be made by cash, check, or credit card (Visa, Master Card, Discover, American Express).
- 4) Pursuant to Idaho Code 54-2036(1), fully-completed applications must be submitted at least (two) 2 months prior to any proposed course offering. Applications received less than two (2) months prior to the first scheduled course offering will not be considered.
 - a. At this time, the Education Council approves all course applications. The Council generally meets monthly.
 - b. Applications must be received by the first of the month to be considered at that month's meeting.
- 5) If your application is incomplete, it will be returned to you. Incomplete applications are not considered "received" for the purposes of paragraph 4 above. **Please – review your application to make sure it is complete before you submit it to the Commission.**
- 6) Within five (5) business days after receipt of your application, the Education Department will send an e-mail confirmation to the address listed on the application. This e-mail will also inform you of the date the Education Council is expected to review your application, or if the application is incomplete.
- 7) The Commission will notify you in writing within ten (10) days after Education Council approval or disapproval of your application.
- 8) If you have any questions or need assistance with your application, please contact Jesama Rosensweig, Education Assistant, at 334-3285, ext. 106, or Jesama.Rosensweig@irec.idaho.gov.



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|----------------------------|-----------------|
| <i>Commission Use Only</i> | |
| Approved by/Date: _____ | |
| Effective Date: _____ | Expires: _____ |
| Approval #: _____ | # of Hrs: _____ |

Course Approval (Certification) Application

(For certification of any course to be offered in satisfaction of Idaho real estate licensee education requirements pursuant to Idaho Code 54-2036.)

THIS COMPLETED APPLICATION MUST BE SUBMITTED AT LEAST TWO (2) MONTHS PRIOR TO THE FIRST COURSE OFFERING (IDAHO CODE 54-2036 (1)).

All course applications are currently reviewed and approved by the Education Council. Applications must be received on or before the 1st of the month to be reviewed at the next scheduled Council meeting.

A. Course Information

Title: _____ Classroom Hours: _____

Type of Course: _____ Continuing Education Elective _____ Broker Pre-License

Broker pre-license courses must be at least 20 hours in length and include a Commission-approved final exam requiring a minimum passing score of seventy percent (70%).

Identify the course delivery method (live, independent study, video, correspondence, internet, CBT, IVC, other). **ARELLO Distance Education certification, or its equivalent, is required for the design and delivery of any distance education course.**

Is this a live course required to earn one of the professional designations listed on page 11 of the Commission's Education & Certification Policy? _____ Yes _____ No

If "yes", which professional designation? _____

B. Proposed Course Schedule

Is this course scheduled? Please circle one: Yes No

If you answered **yes**, please give the **date, location, and provider of the class** (pursuant to Idaho Code 54-2036(1), applications must be received not less than 2 months prior to the first scheduled course offering):

Required Attachments

| Checklist | Attachments | IREC Only |
|-----------|--|-----------|
| | Original of this completed application and all attachments OR a CD-ROM containing this application and all attachments in PDF or TIF format | |
| | \$50 non-refundable application fee, payable to IREC | |
| | Copies of all student and instructor course materials (PowerPoint slides, student outline, handouts, etc.) – handouts must include the Commission's 100% Attendance Policy | |
| | Final exam and answer key – required only for broker pre-license courses and CE elective courses not delivered in live format | |
| | ARELLO Distance education certification, or equivalent, if course is delivered via distance learning | |
| | Pursuant to Idaho Code 54-2036(1), this fully completed application must be submitted at least 2 months prior to any proposed course offering. Applications received less than 2 months prior to the first scheduled course offering will not be considered. | |

C. Applicant Personal Information

Name: _____

Company/Provider Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail (Required): _____

Following are the approved topics for continuing education (Rule 402.01). Please check the topic(s) applicable to your course.

| <input checked="" type="checkbox"/> Approved Topic | <input checked="" type="checkbox"/> Approved Topic |
|--|--|
| a. Real estate ethics | q. Brokerage office management and supervision |
| b. Legislative issues that influence real estate practice | r. Use of calculators or computers as applied to the practice of real estate |
| c. Real estate law; contract law; agency; real estate licensing law and administrative rules | s. Use of technology as to the practice of real estate |
| d. Fair housing; affirmative marketing; Americans with Disabilities Act | t. Licensee safety |
| e. Real estate financing, including mortgages and other financing techniques | u. Commercial real estate topics |
| f. Real estate market measurement and evaluation | v. Tenants in common |
| g. Land use planning and zoning; land development; construction; energy conservation in building | w. Mobile/manufactured homes |
| h. Real estate investment | x. Green market |
| i. Accounting and taxation as applied to real property | y. Senior market |
| j. Real estate appraising | z. Negotiation skills |
| k. Real estate marketing procedures related specifically to actual real estate knowledge | aa. Communication skills |
| l. Real estate inspections | bb. Resort and recreation |
| m. Property management | cc. Farm and ranch |
| n. Timeshares, condominiums and cooperatives | dd. Timber and mining |
| o. Real estate environmental issues and hazards, including lead-based paint, underground storage tanks, radon, etc., and how they affect the practice of real estate | ee. Professionalism |
| p. Water rights | ff. Business success |
| Another topic that directly relates to real estate brokerage practice pursuant to Rule 402.02 | |

How does this course fit into the approved topic area(s) identified above, as those topics pertain to Idaho license law?

How will this course help assure that licensees possess the knowledge, skills and competency necessary to function in the real estate business in a manner that protects and serves the public interest?

D. Course Presentation Outline (in compliance with Idaho Code 54-2036(2))

Please complete the outline on page 4 showing each major segment of your course, with a detailed breakdown of sub-topics. Please show all periods of non-instruction (i.e., breaks, lunch). See EXAMPLE:

| # Minutes for each major segment | Subject content of each segment | *Learning Objective—What will the student be able to do after this activity? | Teaching technique | Informal Assessment Method |
|----------------------------------|-----------------------------------|---|------------------------------|--|
| 15 minutes | Introduction and course objective | <i>Identify students' knowledge</i> | Lecture | Pre-assess: What do students already know? |
| 30 minutes | Applying It to Real World | <i>Identify</i> agency levels in various situations | Group Exercise/ Case Studies | |
| 60 minutes | Your Broker's Policy | <i>Evaluate</i> effect of broker's agency policy on their day-to-day practice | Lecture/Group Discussion | Brief group presentations |
| 15 minutes | BREAK | | | |

*Learning objectives should start with action verbs that describe cognitive behavior, such as (but not limited to): Analyze, Apply, Arrange, Calculate, Classify, Compare, Complete, Contrast, Describe, Distinguish, Explain, Find, Graph, Illustrate, Interpret, List, Locate, Measure, Name, Outline, Perform, Plan, Predict, Qualify, Rate, Recall, Recite, Specify, Solve, State, Translate, Verbalize.

E. Signature and Certification (sign and notarize)

CERTIFICATION BY APPLICANT: I certify that all responses are true and correct to the best of my knowledge. I understand that untrue responses or misrepresentations may result in my application being rejected or the course certification cancelled. I agree to comply with the Idaho Real Estate License Law and Rules and the IREC Education & Certification Policy, as they may be amended from time to time.

Applicant Signature

State of _____)
) ss.
County of _____)

Subscribed and sworn before me this _____ day of _____, 2_____.

Notary Public

My commission expires _____

SEAL

Course Presentation Outline

(See page 3 of this application for an example)

| # Minutes for each major segment | Subject content of each segment | *Learning Objective—What will the student be able to do after this activity? | Teaching technique | Informal Assessment Method |
|--|------------------------------------|---|--------------------|-------------------------------|
| | | | | |